

## Services Provided by *SACS*:

### Accounting

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Accounts Payable  
Invoicing  
Purchasing  
Fixed Asset Accounting  
Financial Reporting  
Audit Requirements  
Accounts Receivable/Cash  
Receipts

### Budgeting

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Biennial & Supplemental Budget  
Development  
Fiscal Note Preparation &  
Coordination  
Allotment Preparation  
Financial Reports & Analysis

### Personnel & Payroll

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Input Information for Employees  
Supply Information on Payroll  
Changes to Agencies  
Enter Attendance  
Prepare State & Federal Reports  
Reconcile the Payroll Funds,  
Retirement & Withholding  
Prepare Semi-Monthly Payroll

*SACS* Provides a Full  
Line of Financial Services:

Accounting

Budgeting

Personnel & Payroll

*Let us work for you.*

State of Washington

OFFICE OF FINANCIAL MANAGEMENT



Re-focus Your Agency's  
Resources.

Discover  
the  
Accounting  
Services  
of

*SACS*  
Small Agency Client Services

Let SACS serve as your fiscal officer,  
financial advisor, budget officer, and  
service coordinator.

Accounting Division  
Small Agency Client Services .....

SACS provides comprehensive,  
cost-effective accounting  
services to small agencies.

## Why does SACS exist?

Small Agency Client Services (SACS) provides accounting, budgeting, and payroll services for small agencies. Having SACS provide these services allows agency staff to focus their efforts on achieving the agency's mission, fulfilling the agency's strategic plan, and using its limited resources more efficiently to serve its constituencies.

## What staff will SACS provide?

If an agency purchases our full line of services, there will be five people within SACS to service the client. They are the lead accountant, two fiscal technicians, the payroll accountant, and the manager within SACS.

If an agency purchases payroll services only, there will be four people to service the client. They are the lead accountant, one fiscal technician, the payroll accountant, and the manager within SACS.



### Small Agency Client Services Staff

From Left to Right: Bruce Lehman, Rachael Trimble, Nina Irwin, Sue Adamich, and Carol Chatwood.

## What services will SACS provide?

The lead accountant and one fiscal technician provide all of the accounting, budgeting, and personnel-related services included in our Service Level Standards.<sup>1</sup>

A second fiscal technician reviews mailed warrants to ensure that SACS is paying the correct amount to the correct vendor and provides support to the payroll accountant.

The payroll accountant prepares and submits quarterly taxes and ensures that all employees are paid accurately and on time.

In addition to the expected routine tasks, the SACS manager also works with other divisions of OFM and other state agencies to provide services to benefit SACS' agencies.

## How does SACS calculate fees?

Our fee structure has two components: payroll and base services. The payroll service fee covers the payroll-related costs and is based on the number of FTEs in the agency.<sup>2</sup>

The base service fee covers all other budgeting and accounting costs. This fee has two elements: transactions and complexity.

Transaction means workload volume. We count the number of lines of coding for all payable and cash receipts transactions that we process for an agency.

Complexity simply refers to the complexity of an agency's budgeting and accounting needs.

## How can I determine the complexity of my agency's budget?

To determine complexity, we consider the size and difficulty of an agency's budget. We take into account factors such as the number of an agency's funds, programs, subprograms, appropriations, and activity levels.

<sup>1</sup> For a copy of our Service Level Standards, contact Yolanda Wilson.

<sup>2</sup> Each agency's FTEs are weighted in relationship to the total number of FTEs processed for payroll.



**Rachael Trimble and Bruce Lehman of  
Small Agency Client Services**



### For More Information Contact:

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